ORDER FOR SUPPLIES OR SERVICES

IMPORTANT. Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER	2. CONTRACT NO. (If any)
11/03/2014	RD-T-13-004

3. ORDER NO	4. REQUISITION/REFERENCE NO
1/15	PR-OW-15-00001

5. ISSUING OFFICE (Address correspondence to)

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

7 TO: CYNDI M. MOORE

a. NAME OF CONTRACTOR
Biotech Laboratories, Inc.

b. COMPANY NAME

c. STREET ADDRESS
P.O. BOX 43.
DEPT 83981

d. CITY RIVERSIDE	e. STATE CA	f. ZIP CODE 925020432

9. ACCOUNTING AND APPROPRIATION DATA
See Schedule

6. SHIP TO:

a. NAME OF CONSIGNEE
OW

b. STREET ADDRESS
US Environmental Protection Agency
26 West Martin Luther King Drive

c. CITY Cincinnati	d. STATE OH	e. ZIP CODE 45268

f. SHIP VIA

8. TYPE OF ORDER

☐ a. PURCHASE	☒ b. DELIVERY
REFERENCE YOUR:	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any including delivery as indicated.	

10. REQUISITIONING OFFICE
CPOD

11. BUSINESS CLASSIFICATION (Check appropriate box(es))

☒ a. SMALL ☐ b. OTHER THAN SMALL ☐ c. DISADVANTAGED ☒ d. WOMEN-OWNED ☐ e. HUBZone

☐ f. SERVICE-DISABLED VETERAN-OWNED ☐ g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM ☐ h. EDWOSB

12. F.O.B. POINT
Destination

13. PLACE OF	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
a. INSPECTION Destination b. ACCEPTANCE Destination			

17. SCHEDULE (See reverse for Rejections)

ITEM NO (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Provide Services in Accordance with Performance Work Statement, Attachment 1. TOPO: Melissa Simic Continued ...					

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(h) TOTAL (Cont. pages) ◄

21. MAIL INVOICE TO:

SEE BILLING INSTRUCTIONS ON REVERSE	a. NAME	RTP Finance Center	$247,275.00
	b. STREET ADDRESS (or P.O. Box)	US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts	17(i) GRAND TOTAL
	c. CITY Durham	d. STATE NC e. ZIP CODE 27711	$247,275.00 ◄

22. UNITED STATES OF AMERICA BY (Signature) ► *Robert A. Knecht* 11/3/2014	23. NAME (Typed) Robert A. Knecht TITLE: CONTRACTING/ORDERING OFFICER

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (REV. 2/2012)
Prescribed by GSA/FAR 48 CFR 53.213(f)

IMPORTANT: Mark all packages and papers with contract and/or order numbers

DATE OF ORDER	CONTRACT NO		ORDER NO
11/03/2014	EP-C-13-004		0005

ITEM NO (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268 Accounting Info: 14-E3-40D-201B81-2505-13DC-1540SRE001-001 BFY: 14 Fund: E3 Budget Org: 40D Program (PRC): 201B81 Budget (BOC): 2505 Job #: 13DC DCN - Line ID: 1540SRE001-001 Period of Performance: 11/03/2014 to 10/31/2015 The Task Order amount is funded from PR-CW-15-00126					
0001	Provide services in accordance with Performance Work Statement, Attachment 1. The obligated amount of award: $247,275.00. The total for this award is shown in box 17(i).				247,275.00	

| | TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) | | | | $247,275.00 | |

PERFORMANCE WORK STATEMENT

Analytical Chemistry Laboratory Services Supporting the Unregulated Contaminant Monitoring Program

1.0 Background

The United States Environmental Protection Agency's (EPA) Office of Water (OW), specifically OW's Office of Ground Water and Drinking Water (OGWDW), is responsible for implementing the provisions of the Safe Drinking Water Act (SDWA) Amendments. OGWDW also participates in multi-media program activities conducted by several other EPA offices. Under the SDWA, OGWDW develops regulations and programs to protect the public health from contaminated drinking water and groundwater.

EPA is responsible for investigating chemical, radiological and microbiological contaminant occurrence in an effort to characterize drinking water threats. EPA relies on independent research efforts (e.g., United States Geological Survey [USGS] studies) and is heavily engaged in conducting occurrence studies to obtain new data. The largest occurrence study is the monitoring program mandated by the Unregulated Contaminant Monitoring Rule (UCMR). The UCMR is a 5-year cyclic monitoring program that allows OGWDW to evaluate contaminant occurrence in finished drinking water. Every five years, the UCMR is redefined through regulatory proposal and promulgation. Monitoring results collected under the UCMR are correlated with population data to obtain an exposure assessment for each contaminant. If warranted, exposure information from the UCMR is then combined with health effects and water treatment control information to determine a maximum contaminant level (MCL) for a contaminant as a National Primary Drinking Water Standard (NPDWS). This sound science strategy provides the basis for maximizing public health protection.

In the provisions of the 1996 Amendments to the SDWA, there were measures to revise the unregulated contaminant monitoring program. The revised program no longer falls under state primacy, but EPA has implementation responsibility (though states provide significant assistance through Partnership Agreements). Within the revised program, no more than thirty (30) contaminants are selected for monitoring within a 5-year UCMR cycle. EPA has implemented two cycles of UCMR under the revised program, with a third cycle (UCMR3) beginning in 2013 and ending in 2015.

This Task Order (0005) is issued to (EP-C-13-004). Costs per analysis cannot exceed rates listed in the contract.

2.0 Purpose

The purpose of this TO is to establish laboratory services under the UCMR implementation program. The laboratory services entail conducting the analysis of samples collected at selected small water systems. For the proposed price of these analytical services, the contractor shall supply all necessary labor, materials, equipment and facilities in technical support of the program areas listed herein. The contractor may be tasked with multiple task orders concurrently, and at times these may be of a quick response nature. This TO will require analyses for methods specified under Assessment Monitoring – List 1 and Screening Survey Monitoring – List 2. This TO will require analysis of five extra analytes beyond the List 1 analytes selected for UCMR3. Analytes and methods are listed in Table 1 and Table 2.

3.0 Scope of Work

The contractor will be required to have UCMR 3 lab approval from EPA for all chemical methods (Tables 1 and 2). The contractor shall provide support in the following areas: (1) laboratory analyses; (2) reporting quality control and sample data; (3) logistical support; and (4) monthly progress and quality control assessment reports.

In addition to the specified tasks, the contractor shall maintain all records and documentation associated with the preparation and analyses of samples under this contract for a minimum period of three (3) years beyond the expiration of the task order. Should such additional information be required during that period, the contractor shall provide the information to the Government at a reasonable cost (to be determined at that time).

Work under this contract will be limited to the types of activities specified in the following sections:

3.1 Laboratory Analyses

The contractor shall analyze water samples in accordance with the procedures detailed in the specified analytical methods provided by EPA (see Tables 1 and 2), as well as the *UCMR3 Laboratory Approval Requirements and Information Document* (January 2012, Version 2.0). All procedures specified in the methodology must be followed as detailed in the provided analytical method unless prior approval to deviate has been granted in writing by the Task Order Project Officer or Project Officer. Laboratories that deviate from the analytical methods provided, without first obtaining written permission from the EPA Project Officer or Task Order Project Officer may be liable for the cost of the analyses and responsible for costs associated with recollection of the sample(s).

3.1.1 UCMR 3 Contaminants – The contractor shall analyze water samples for assessment monitoring (List 1) and screening survey (List 2) contaminants listed in UCMR 3. The contaminants and methods are identified in Table 1 and Table 2.

3.1.2 Additional Contaminants – The contractor will also analyze five additional

contaminants not included in UCMR 3 assessment monitoring. These contaminants are included in the approved UCMR 3 methods. These contaminants include: sec-butylbenzene (EPA 524.3), n-propylbenzene (EPA 524.3) manganese (EPA 200.8), tellurium (EPA 200.8), and germanium (EPA 200.8).

3.2 Quantity of analyses ordered:

For this Task Order:

Quantity of analyses	Method
1,600	EPA Method 200.8
N/A	EPA Method 300.1
N/A	EPA Method 218.7
N/A	EPA Method 522
135	EPA Method 524.3
N/A	EPA Method 537
N/A	EPA Method 539

These analyses include field samples, laboratory fortified sample matrices, laboratory fortified sample matrix duplicates and field blanks. Field blanks will qualify for payment only if an associated field sample with detection >MRL is also reported. Analyses must be conducted following the procedures specified in the methods and the *UCMR3 Laboratory Approval Requirements and Information Document* (January 2012, Version 2.0) unless prior approval to deviate has been granted in writing by the Project Officer or Task Order Project Officer.

3.3 Logistical Support

Samples will routinely be shipped to the contractor via an overnight express delivery service. The contractor shall be available and have the capability to receive, log and properly store all delivered samples. Sample delivery during a typical week should be expected from Tuesday through Friday (no Saturday deliveries).

The contractor shall package and return all undamaged sample shipping containers and reusable contents. These shall be returned to the sampling coordinator by ground courier using the shipping account provided by EPA. The contractor shall also return all sample tracking forms associated with samples to the sampling coordinator. The contractor shall return all undamaged shipping containers, reusable contents, and sample tracking forms within thirty (30) days of sample receipt. Scanned copies of sample tracking forms sent via email will also be sent to the parties identified in the communication strategy found in Attachment 1.

4.0 Deliverables / Reporting Requirements

4.1 Reporting quality control and sample data.

Data for all sample analyses and related quality control samples (e.g., field sample, spiked sample, laboratory fortified blank, continuing calibration results, etc.) are to be reported electronically to the EPA using the format specified in Attachment 2. EPA will electronically validate reported data in accordance with method procedures. In addition, the contractor shall be subjected to annual on-site audits of its laboratory and facilities.

The contractor shall concurrently report to the EPA all data for a specific array of samples, collected from an individual Public Water System, for a specific collection event. The contractor shall not report partial sets of analytical data (i.e., all analytes must be reported for a given method/sample – reporting of a subset of analytes is not allowed). The timeliness of submitting these results to EPA is specified in the QASP for task 4.1.

The contractor shall notify EPA when there is a laboratory problem that results in the inability to report acceptable data for a sample. Notification should be e-mailed to the Task Order Project Officer with "QC Problem" in the subject line as soon as possible after the problem in discovered. A copy should also be e-mailed to the Project Officer and the EPA UCMR Sampling Coordinator. If re-analysis of samples affected by Quality Control failures (ie, insufficient sample volume remaining for reanalysis, holding time expired, other QC failures, etc) is necessary, EPA will be notified on the same day or within one day following the discovery of the QC failure.

4.2 Reporting sample receipt information

The contractor shall notify EPA of Sampling/shipping errors or discrepancies on the same day or within one day following the receipt of samples. Problems may include, but are not limited to, such items as broken bottles, empty bottles, samples above temperature specifications, bottle labels not matching the kit number on the shipping box or sample chain of custody form or no information concerning disinfectant type. Notification of the problem should be e-mailed to the EPA Task Order Project Officer with "Sampling Error" in the subject line. A copy should also be e-mailed to the EPA Project Officer, the EPA UCMR Sampling Coordinator, and EPA's Implementation Contractor.

The contractor shall submit a weekly report based on an Excel spreadsheet that EPA sends to the lab which indicates the planned sampling schedule. The laboratory shall provide information for each sample kit received concerning sample collection date, sample receipt date, and comments concerning sample receipt. The laboratory shall also verify that the chain of custody form matches the sample kit ID and will notify EPA if there are any discrepancies. Any problems with the aforementioned items will be noted in a comment in the spreadsheet. The sample schedule spreadsheet will be provided in advance with blank fields for "sample receipt date," "disinfectant residual," and a "comment" field for recording any sample receipt problems. The format of the spreadsheet must be maintained as provided by EPA, so that it can be uploaded into EPA's sample tracking data system once completed and returned via e-mail to EPA by the lab contractor. The spreadsheet should be e-mailed to CI_TSC-UCMR@epa.gov with the subject line "weekly update YYMMDD" and a copy should also be e-mailed to EPA's Implementation

Contractor.

4.3 Monthly progress and quality control assessment reports

The contractor shall submit a Monthly Progress and Quality Control Assessment Report in an electronic MS Word or Adobe PDF format, to the Task Order Project Officer, the Project Officer and the Contracting Officer. This report must detail activities toward fulfilling any of the above tasks, as defined in the Task Order, which were performed during the past month and billed to the contract. This report shall be submitted on or before the 20th day of the succeeding month. The format of the report is specified in Attachment 3.

Prior to submission of the monthly invoice, the contractor must submit to the Project Officer and Task Order Project Officer a draft task order invoice report that lists (by method) all samples that will be included on the invoice. The list should include the sample ID numbers for field samples, laboratory fortified sample matrices, laboratory fortified sample matrix duplicates, and necessary field blanks analyzed and reported to EPA during the previous month. EPA will only pay for an analysis that provides acceptable data for all of the UCMR analytes included in the method, with the exception of the "extra analytes" identified in Table 1. If an analysis is not acceptable, related solely to one of the "extra analytes", acceptable results for the remaining required analytes shall be reported. Within 14 days of receipt of the draft task order invoice report, EPA will confirm that the data from the samples listed have been successfully reported to EPA by the contractor.

4.4 Invoicing for this and other active TOs
The contractor should exhaust the funding of this Task Order for analyses by each method prior to initiating invoicing toward future Task Orders for the same method.

The contractor should submit invoices specific to the applicable task order. Charges on the invoice should be separately subtotaled for each respective method covered by the Task Order.

4.5 Quality Assurance

The contractor shall submit a UCMR 3 Programmatic Quality Assurance Project Plan (PQAPP). The PQAPP shall meet all the QA requirements as described in this Performance Work Statement and FAR clause 52.246-11. The contractor shall update the PQAPP as necessary, and submit updated PQAPP as needed. If a PQAPP has been submitted under previous task orders, a new PQAPP is not necessary.

Table 1: Assessment Monitoring Methods and Analytes (List 1 Methods)

Volatile Organic Compounds EPA 524.3		
Analyte	CAS Number	MRL
1,2,3-trichloropropane	96-18-4	0.03 µg/L
1,3-butadiene	106-99-0	0.1 µg/L
chloromethane (methyl chloride)	74-87-3	0.2 µg/L
1,1-dichloroethane	75-34-3	0.03 µg/L
n-propylbenzene[1]	103-65-1	0.03 µg/L
bromomethane (methyl bromide)	74-83-9	0.2 µg/L
sec-butylbenzene[1]	135-98-8	0.04 µg/L
chlorodifluoromethane (HCFC-22)	75-45-6	0.08 µg/L
bromochloromethane (halon 1011)	74-97-5	0.06 µg/L
Synthetic Organic Compounds EPA 522		
1,4-dioxane	123-91-1	0.07 µg/L
Metals EPA 200.8 Rev 5.4		
vanadium	7440-62-2	0.2 µg/L
molybdenum	7439-98-7	1 µg/L
cobalt	7440-48-4	1 µg/L
strontium	7440-24-6	0.3 µg/L
chromium	7440-47-3	0.2 µg/L
manganese[1]	7439-96-5	1 µg/L
tellurium[1]	13494-80-9	1 µg/L
germanium[1]	7440-56-4	1 µg/L
Oxyhalide Anion EPA 300.1		
chlorate	14866-68-3	20µg/L
Perfluorinated Compounds EPA 537 Rev 1.1		

perfluorooctane sulfonate (PFOS)	1763-23-1	0.04 µg/L
perfluorooctanoic acid (PFOA)	335-67-1	0.02 µg/L
perfluorononanoic acid (PFNA)	375-95-1	0.02 µg/L
perfluorohexane sulfonic acid (PFHxS)	355-46-4	0.03 µg/L
perfluoroheptanoic acid (PFHpA)	375-85-9	0.01 µg/L
perfluorobutanesulfonic acid (PFBS)	375-73-5	0.09 µg/L
Hexavalent chromium EPA 218.7		
chromium (VI)	13907-45-4	0.03 µg/L

[1]Designates extra contaminants, as discussed in Section 3.1.2

Table 2: Screening Survey Methods and Analytes (List 2 Methods)

Hormones EPA 539		
Analyte	CAS Number	MRL
17-β-estradiol	50-28-2	0.0004 µg/L
17-α-ethynylestradiol (ethinyl estradiol)	57-63-6	0.0009 µg/L
16-α-hydroxyestradiol (estriol)	50-27-1	0.0008 µg/L
equilin	474-86-2	0.004 µg/L
estrone	53-16-7	0.002 µg/L
testosterone	58-22-0	0.0001 µg/L
4-androstene-3,17-dione	63-05-8	0.0003 µg/L

Contact Type	Contact Name and Email address			
Contract Officer	Noelle Mills mills.noelle@epa.gov			
Contract Specialist	Robert Knecht knecht.robert@epa.gov			
Project Officer	Michella Karapondo Karapondo.michella@epa.gov 513-569-7141			
Alternate Project Officer	Brenda Parris parris.brenda@epa.gov 513-569-7961			
Task Order Project Officer	April Dupre dupre.april@epa.gov	April Dupre dupre.april@epa.gov	Jillian Toothman toothman.jillian@epa.gov	Brenda Parris parris.brenda@epa.gov
Alternate Task Order Project Officer	Jillian Toothman toothman.jillian@epa.gov	Jillian Toothman toothman.jillian@epa.gov	Brenda Parris parris.brenda@epa.gov	April Dupre dupre.april@epa.gov
Laboratory Project Officer	Andy Eaton andyeaton@eurofinsus.com	Susann Thomas sthomas@babcocklabs.com	Jessie Varab Jessie.Varab@ul.com Traci Chlebowski Traci.J.Chlebowski@ul.com	R.T. Krueger kruegert@nlslab.com
Laboratory Sample Spreadsheet receipt	Dave Tripp davidtripp@eurofinsus.com Andy Eaton andyeaton@eurofinsus.com	Susann Thomas sthomas@babcocklabs.com Caroline Sangari csangari@babcocklabs.com Karen Tracy ktracy@babcocklabs.com	Jessie Varab Jessie.Varab@ul.com Traci Chlebowski Traci.J.Chlebowski@ul.com	R.T. Krueger kruegert@nlslab.com
UCMR Sampling Coordinator	CI_TSC-UCMR@epa.gov			
UCMR Implementation Contractor	Sampling errors and Sample Schedule Spreadsheet: John Bachman jbachman@glec.com			

Please use FedEx account number 4583-6040-5 for returning UCMR3 small system sampling materials to GLEC. Please ship these materials via FedEx Ground Service (not Express). It is not necessary to include an internal billing reference (e.g., project number) code. If you have any shipping related questions, please contact Chris Young (GLEC) at (231) 941-2230.

Deliverables

Reporting Type	Email Header	Frequency	Report To
Electronic Reporting of Analytical results via Text File	"LabID_YYMMDD.txt" (LabID-underscore-File Creation Date)	Weekly (suggested)	CI_TSC-UCMR@epa.gov
Laboratory QC Problems	"QC Problem"	Within 1 day of discovery	TOPO, PO, CI_TSC-UCMR@epa.gov
Sampling and Shipping Errors	"Sampling Error"	Within 1 day of discovery	TOPO, PO, UCMR Implementation Contractor CI_TSC-UCMR@epa.gov
Sample Schedule Spreadsheet	"weekly update YYMMDD"	Weekly by 8AM EST on TUESDAY	TOPO, PO, UCMR Implementation Contractor CI_TSC-UCMR@epa.gov
Sample Tracking Forms (Scanned)	"Sample Tracking Forms YYMMDD"	Weekly by 8AM EST on TUESDAY	TOPO, PO, UCMR Implementation Contractor, CI_TSC-UCMR@epa.gov
Sample Tracking Forms (Hard Copy)	NA	Monthly	**Mail to:** UCMR Implementation Contractor Great Lakes Environmental Center, Inc. (GLEC) 739 Hastings St. Traverse City, Michigan 49686
Draft Task Order Invoice	"draft task order invoice"	Monthly	TOPO, PO
Monthly Progress and Quality Control Assessment Report	"Monthly Progress and Quality Control Assessment Report"	Monthly by the 20th of each month	CO, PO, TOPO

UCMR 3 Text File Specifications for Chemical Analyses
For EPA contract laboratories supplying UCMR 3 analytical services for small system samples

I. Introduction

This document provides the specifications for submitting UCMR 3 small system data to EPA-TSC in a tab delimited text file format, reported via email to EPA-TSC. These data will be uploaded into a data system managed by TSC. Laboratories will be reporting analytical results for field samples as well as supporting QC data for those samples. These data submissions are required for EPA to QC review laboratory results, validate laboratory invoices and report these analytical results to small systems.

II. Text File Specifications and General Rules

A. Glossary of terms:

Field name – A category of information that pertains to all records. Many fields make up a record.

Primary keys – A group of field names (identified in bold in Table 1) that uniquely identify a record within the text file.

Record – A collection of fields in the text file with unique primary keys that clearly define an individual result for an analyte within a specific sample.

Text file – A collection of records containing results that must conform to the format specified in this document.

TABLE 1 - Text File Specifications (primary keys in bold):

This table specifies the fields used to build an individual record within the text file. The tab delimited text file submitted to EPA should contain many records. Laboratories should generate the text file using an automated process, ideally from their Laboratory Information Management System (LIMS). These text files are required deliverables under the UCMR 3 laboratory services contract.

Field name	Field type [size] Requirement	Description
LabID	Text [7] Required	EPA LabID number.
CreateDate	Date Required	Date the text file was created (MM/DD/YYYY). Use only one file creation date per text file. Must be within 5 calendar days of delivering the text file to EPA.
SampleKitID	Text [20] Required	For Field Samples (FS), Field Blanks (FB), Lab Fortified Sample Matrix (LFSM) and Lab Fortified Sample Matrix Duplicates (LFSMD): Must contain the SampleKitID supplied by EPA. For all QC sample types (as identified in Table 2), must contain a **unique** name assigned by the laboratory within an analysis batch.
CollectionDate	Date Not Required	Date the sample was collected by the PWS (MM/DD/YYYY). Only used when the sample type is FS, FB, LFSM and LFSMD. For all other samples, leave this field null.
SampleTypeID	Text [10] Required	Designates if this record is a field sample (FS) or a specific type of QC sample. Only SampleTypeIDs found in Table 2 may be used.
MethodID	Text [20] Required	The method used to analyze the sample. Allowable MethodIDs are found in Table 3.
AnalyteID	Text [8] Required	Indicates the analyte for which data are being reported. Allowable AnalyteIDs are found in Table 3.
ExtractionBatchID	Text [50] Required	Laboratory assigned extraction batch ID. Must be unique for each extraction batch within the laboratory for each method. For CCC samples, report the AnalysisBatchID as the value for this field. For methods without an extraction batch, leave this field null.
ExtractionDate	Date Required	Date for the start of the extraction batch (MM/DD/YYYY). For methods without an extraction batch, leave this field null.
AnalysisBatchID	Text [50] Required	Laboratory assigned analysis batch ID. Must be unique for each analysis batch within the laboratory for each method.
AnalysisDate	Date Required	Date for the start of the analysis batch (MM/DD/YYYY).

MeasuredValue	Number [10. no more than 5 after the decimal point.] Required	The analytical result. Units of measurement and MRLs are included in Table 3. • Less than MRL analyte concentrations for field samples (FS) are reported as 0. • Any measured analyte concentrations for quality control (QC) are reported. • Internal standard and surrogate standard results are presented as % recovery based on the initial calibration curve. **Do not report the % sign, only the value for recovery.**
AdditionalValue	Number [10. no more than 5 after the decimal point.] Not Required	Represents the true value or the fortified concentration for spiked samples for QC SampleTypeIDs (CCC. EQC. LFB. LFSM. and LFSMD). For SampleTypeIDs FS. FB and LRB, as well as IS and surrogate QC AnalyteIDs. leave this field null.
PWSID	Text [9] Not Required	The PWSID of the public water system for SampleTypeIDs FS. LFSM or LFSMD.

TABLE 2 - SampleTypeID

This table defines the different sample types that must be reported to EPA. (The following table may be expanded)

SampleTypeID	Sample Type	Description	AdditionalValue
CCC[1]	QC	Continuing Calibration Check	True Value
EQC	QC	External Quality Control	True Value
FS	FS	Field Sample	Null
LFB	QC	Lab Fortified Blank	True Value
LFSM	QC	Lab Fortified Sample Matrix	Spike Concentration
LFSMD	QC	Lab Fortified Sample Matrix Duplicate	Spike Concentration
LRB[2]	QC	Lab Reagent Blank	Null
FB[3]	QC	Field Blank	Null

Notes:

[1] CCC is a parameter in which the AdditionalValue field will be used to determine the Low/Med/High criteria. Laboratories should use the SampleKitID field to name the sample to specify the CCC as Low, Med, or High. Laboratories are permitted to uniquely develop a SampleKitID reference for their CCC samples based on their experience and the function of their LIMS.

[2] The Lab Reagent Blank (LRB) must have no interference or contaminant measurement >a MRL. LRBs that fail this QC criterion for a contaminant invalidate all results for that contaminant in all samples included in both the extraction and analysis batch and cannot be reported. Immediately notify EPA if the LRB fails for any contaminant. LRBs that pass this QC criterion must be reported with the contaminant MeasuredValue as zero (0).

[3] The Field Blank (FB) must be analyzed if a target analyte is found in a field sample. The FB must have no interference or contaminant measurement >a MRL. FBs that fail this QC criterion invalidate field samples collected with that FB, and both the FB and the field sample need to be recollected, but should still be reported. FBs that fail the QC criterion must be reported with the actual contaminant MeasuredValue. FBs that pass this QC criterion must be reported with the contaminant MeasuredValue as zero (0).

TABLE 3 - MethodID and AnalyteID:

Method Name	MethodID	AnalyteID	Analyte[1]	Units	MRL
EPA 200.8	EPA_200_8	1020	chromium	µg/L	0.2 µg/L
EPA 200.8	EPA_200_8	1081	cobalt	µg/L	1.0 µg/L
EPA 200.8	EPA_200_8	1084	molybdenum	µg/L	1.0 µg/L
EPA 200.8	EPA_200_8	1051	strontium	µg/L	0.3 µg/L
EPA 200.8	EPA_200_8	1088	vanadium	µg/L	0.2 µg/L
EPA 200.8	EPA_200_8	1032	manganese	µg/L	1.0 µg/L
EPA 200.8	EPA_200_8	U019	tellurium	µg/L	1.0 µg/L
EPA 200.8	EPA_200_8	U018	germanium	µg/L	1.0 µg/L
EPA 200.8	EPA_200_8	IBIS	bismuth	% Recovery	
EPA 200.8	EPA_200_8	IIND	indium	% Recovery	
EPA 200.8	EPA_200_8	ITER	terbium	% Recovery	
EPA 200.8	EPA_200_8	ISCA	scandium	% Recovery	
EPA 218.7	EPA_218_7	1080	chromium-6	µg/L	0.03 µg/L
EPA 300.1	EPA_300_1	1007	chlorate	µg/L	20 µg/L
EPA 300.1	EPA_300_1	SDCA	DCA	% Recovery	
EPA 522	EPA_522	2049	1,4-dioxane	µg/L	0.07 µg/L
EPA 522	EPA_522	ITHF	THF-d8	% Recovery	
EPA 522	EPA_522	SDIO	1,4-dioxane-d8	% Recovery	
EPA 524.3	EPA_524_3	2978	1,1-dichloroethane	µg/L	0.03 µg/L
EPA 524.3	EPA_524_3	2414	1,2,3-trichloropropane	µg/L	0.03 µg/L

Method Name	MethodID	AnalyteID	Analyte[1]	Units	MRL
EPA 524.3	EPA_524_3	2486	1,3-butadiene	µg/L	0.1 µg/L
EPA 524.3	EPA_524_3	2430	bromochloromethane (halon 1011)	µg/L	0.06 µg/L
EPA 524.3	EPA_524_3	2487	chlorodifluoromethane (HCFC-22)	µg/L	0.08 µg/L
EPA 524.3	EPA_524_3	2210	chloromethane	µg/L	0.2 µg/L
EPA 524.3	EPA_524_3	2214	bromomethane	µg/L	0.2 µg/L
EPA 524.3	EPA_524_3	2428	sec-butylbenzene	µg/L	0.04 µg/L
EPA 524.3	EPA_524_3	2998	n-propylbenzene	µg/L	0.03 µg/L
EPA 524.3	EPA_524_3	ICBZ	chlorobenzene-d5	% Recovery	
EPA 524.3	EPA_524_3	IDCB	1,4-dichlorobenzene-d5	% Recovery	
EPA 524.3	EPA_524_3	IDIF	1,4-difluorobenzene	% Recovery	
EPA 524.3	EPA_524_3	SBFB	BFB	% Recovery	
EPA 524.3	EPA_524_3	SDCB	1,2-dichlorobenzene-d4	% Recovery	
EPA 524.3	EPA_524_3	SMTB	methyl-t-butyl-ether-d3	% Recovery	
EPA 537	EPA_537	2805	perfluorooctanesulfonic acid (PFOS)	µg/L	0.04 µg/L
EPA 537	EPA_537	2806	perfluorooctanoic acid (PFOA)	µg/L	0.02 µg/L
EPA 537	EPA_537	2803	perfluorohexanesulfonic acid (PFHxS)	µg/L	0.03 µg/L
EPA 537	EPA_537	2802	perfluoroheptanoic acid (PFHpA)	µg/L	0.01 µg/L
EPA 537	EPA_537	2804	perfluorononanoic acid (PFNA)	µg/L	0.02 µg/L
EPA 537	EPA_537	2801	perfluorobutanesulfonic acid (PFBS)	µg/L	0.09 µg/L
EPA 537	EPA_537	INMF	d3-NMeFOSAA	% Recovery	
EPA 537	EPA_537	IPFA	13C-PFOA	%	

Method Name	MethodID	AnalyteID	Analyte[1]	Units	MRL
				Recovery	
EPA 537	EPA_537	IPFS	13C-PFOS	% Recovery	
EPA 537	EPA_537	SNET	d5-NEtFOSAA	% Recovery	
EPA 537	EPA_537	SPFD	13C-PFDA	% Recovery	
EPA 537	EPA_537	SPFH	13C-PFHxA	% Recovery	
EPA 539	EPA_539	2702	17-alpha-ethynylestradiol	µg/L	0.0009 µg/L
EPA 539	EPA_539	2701	17-beta-estradiol	µg/L	0.0004 µg/L
EPA 539	EPA_539	2703	equilin	µg/L	0.004 µg/L
EPA 539	EPA_539	2704	estriol (16-alpha-hydroxy-17-beta-estradiol)	µg/L	0.0008 µg/L
EPA 539	EPA_539	2707	estrone	µg/L	0.002 µg/L
EPA 539	EPA_539	2706	testosterone	µg/L	0.0001 µg/L
EPA 539	EPA_539	2705	4-androstene-3,17-dione	µg/L	0.0003 µg/L
EPA 539	EPA_539	IESD	13C6-estradiol	% Recovery	
EPA 539	EPA_539	IEST	estriol-d2	% Recovery	
EPA 539	EPA_539	IETY	13C2-ethynylestradiol	% Recovery	
EPA 539	EPA_539	ITES	testosterone-d3	% Recovery	
EPA 539	EPA_539	SBPA	bisphenol A-d16	% Recovery	
EPA 539	EPA_539	SETY	ethynylestradiol-d4	% Recovery	

Notes:

[1] This listing includes method internal standard or surrogate analytes that may extend beyond the specific requirements of the method but have been included as potential alternates. Some may not be required.

[2] Analyte codes starting with "I" signify this is a method internal standard compound.

[3] %Recovery is calculated based on the initial calibration curve.

[4] Analyte codes starting with "S" signify this is a method surrogate compound.

B. General Rules in Preparing the Text File:

1. **Data fields within a record must be separated by a tab** (tab delimited).

2. **Data fields must not be enclosed in quotation marks.**

3. **Records must terminate at the end of the row with a hard return.** Hard returns must only be used at the end of a record.

4. **The first record in the file must be a Field Sample (FS) sample type, with no null fields.**

5. **The primary keys in each record uniquely identify that record.** If a text file contains multiple records with the same primary keys, then only the replicate record with the most recent CreateDate is loaded to the data system. This is critically important if a laboratory analyzes two identical QC samples within the same extraction and analysis batches. For example, if two MRL level continuing calibration check standards [CCC] are analyzed in the same batches, and reported using the same primary keys, only one set of CCCLow data will load for that analysis batch. (i.e., using the same SampleKitID field name as "CCCLow" and the same Additional Value for a specific analytical batch.) Duplicating primary keys will result in the potential for an apparent QC violation for insufficient calibration check standards when EPA reviews the data. In cases where replicate QC samples are used, laboratories **must** use a unique reference name for the SampleKitID field, e.g., using CCCLow1 and CCCLow2.

6. **Each text file must contain multiple records.**

7. **Null fields contain no data.** To leave a field null, place two adjacent tabs with neither alphabetic nor numeric entries between the tabs. Do not include spaces in null fields.

8. **The submitted text file name must follow the format:**
    LabID_YYMMDD.txt   (LabID-underscore-File Creation Date)
    For example, **OH12345_130814.txt** for a file created on 8/14/13 by LabID OH12345.

9. **Replicate records will be overwritten.** If a submitted text file contains a duplicate set of primary keys that currently exist in the TSC database as a result of a previous text file submission, then the record in the most recently submitted text file will replace the previous record in the TSC database. Do not submit replicate records, unless the intention is to overwrite previously reported results. Records with unique primary keys are appended to the TSC database.

III. Guidelines for Determining Which Data Are Included in Text File

A. Billable Samples:

1. **The text file must contain analytical data for all billable samples** (e.g., FS, FB, LFSM, and LFSMD). A sample is defined as billable when all QC requirements are met for the extraction and analysis batch. The analytes may be analyzed in separate batches in order to meet QC requirements for the entire sample (e.g., if the CCC for one contaminant failed invalidating the analytical batch for that contaminant, but upon corrective action, a second analysis batch yielded acceptable results for that contaminant, that subsequent analytical batch of data could be reported for that specific contaminant.) Laboratories will be provided sufficient sample volume to prepare LFSM/LFSMD pairs using sample matrices provided by EPA. EPA specifically requests the LFSM/LFSMD data from our field samples, and will compensate laboratories for those QC analyses. Do not substitute other client PWSs sample matrices to prepare LFSMs and LFSMDs for batches containing EPA samples!

2. For surrogate and/or internal standards, report the % recovery as a percentage (without the percent symbol) in the "MeasuredValue" field. Note that surrogates and internal standards are included as analytes in the AnalyteID list. **No data should be reported for field samples that fail to meet the surrogate and/or internal standard % recovery criteria listed in the method for that field sample. No data should be reported for field samples where QC samples fail to meet any QC criteria listed in the method for that extraction and analysis batch.** Some methods require the % recovery to be checked against both the initial calibration curve and the most recent CCC. The text file will only contain the % recovery calculated based on the initial curve. (Laboratories are expected to check the % recovery both ways, if required by the method. The second check will not be reported directly to EPA, but should be maintained with the electronic sample file.)

3. Data for the LFSM and LFSMD should be reported using the same criteria as for field samples (i.e., associated CCCs, LRB, LFB, IS, and Surrogate recoveries must all meet QC criteria.). If the % recovery or precision criteria for LFSM or LFSMD are listed in the method, these should not be applied when deciding whether to report the data. If the FS fails to meet QC criteria, but the associated LFSM and LFSMD do meet QC criteria, then the LFSM and LFSMD should be reported in the text file even though the FS will not be reported; the precision of these two QC analyses are relevant to the remaining samples in the batch.

4. Field blanks must be analyzed if a target contaminant is found in a field sample. The FB must have no interference or contaminant measurement >a MRL. FBs that fail this QC criterion invalidate field samples collected with that FB, and both the FB and the field sample need to be recollected, but should still be reported. FBs that fail the QC criterion must be reported with the actual contaminant MeasuredValue. FBs that pass this QC criterion must be reported with the contaminant MeasuredValue as zero (0).

B. Supporting QC Data to report (non-billable samples):

1. In addition to the billable samples, **EPA requests the results from CCC, LFB, LRB, and EQC samples that support the acceptance of the data for the billable samples.**

2. The appropriate number and concentration of CCCs should be included in each batch in order to demonstrate that a low level CCC (MRL or less) and at least one mid level CCC were analyzed and met QC criteria. If an analysis batch contains more than 10 FSs, three CCCs must be included for the analysis batch. If an analysis batch contains 2 CCCs with the same true value concentration, then each CCC must be given a unique name for the SampleKitID field. If the CCCs do not have unique SampleKitIDs assigned by the laboratory, only one CCC will be uploaded into our database.

3. An LFB is required at or below the MRL with each analysis batch and must be reported. Additional LFBs at higher concentrations are encouraged and should also be reported when analyzed.

4. An LRB is required with each analysis batch and must be reported.

5. If an EQC is analyzed with a batch of samples, then the data from it should be reported.

No other non-billable QC samples for any method need be reported routinely to EPA. Laboratories must recognize that through reporting these field sample data they are acting in good faith and they have submitted to EPA valid results which have passed all method required QC criteria. These unreported QC data will be inspected during technical system audits.

IV. Communication

Once the text file is created, it must be submitted electronically as a deliverable to TSC as a correctly configured text file in an email attachment to: TSC-UCMR.CI@epa.gov. Include the text file name in the subject line of the email.

You should expect to receive a confirmation message when your file has successfully been loaded into the TSC data system. You will also be informed if errors exist in the submitted text file, and you will be asked to resubmit a corrected file. Chronic problems with uploading your laboratory's text files will reduce your contract performance rating in the annual contract performance report submitted by the Project Officer.

V. Example Tab-Delimited Text File (specific to Method 539)

For illustration in this example, tabs are replaced where two or more adjacent tabs (**) or a tab adjacent to the end of line hard return (*¶) are displayed. A null field is represented by ¶ and the end of line hard return is replaced by ¶.

FORMAT=LabID*CreateDate*SampleKitID*CollectionDate*SampleTypeID*MethodID*AnalyteID*AnalysisBatchID*AnalysisDate*MeasuredValue*AdditionalValue*PWSID¶

```
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OH12345*03/28/2013*8505991*02/27/2013*FB*EPA_539*2707*539_130305*03/05/2013*539_130314*03/14/2013*0**OH9999999¶
OH12345*03/28/2013*8505991*02/27/2013*FB*EPA_539*IESD*539_130305*03/05/2013*539_130314*03/14/2013*92**OH9999999¶
OH12345*03/28/2013*8505991*02/27/2013*FB*EPA_539*IEST*539_130305*03/05/2013*539_130314*03/14/2013*100**OH9999999¶
OH12345*03/28/2013*8505991*02/27/2013*FB*EPA_539*IETY*539_130305*03/05/2013*539_130314*03/14/2013*88**OH9999999¶
OH12345*03/28/2013*8505991*02/27/2013*FB*EPA_539*ITES*539_130305*03/05/2013*539_130314*03/14/2013*104**OH9999999¶
OH12345*03/28/2013*8505991*02/27/2013*FB*EPA_539*SBPA*539_130305*03/05/2013*539_130314*03/14/2013*115**OH9999999¶
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OH12345*03/28/2013*8505991*02/27/2013*FB*EPA_539*SETY*539_130305*03/05/2013*539_130314*03/14/2013*120**OH9999999¶

MONTHLY PROGRESS & QUALITY CONTROL ASSESSMENT REPORT
June 2014
Kim S. Tree Laboratory: OH12345
Contract # EP-C-12-001

A. MONTHLY PROGRESS REPORT

1. Monthly and cumulative fund totals

Task Order #	Original Amount ($)	Available Funds From Previous Month ($)	Amount Claimed This Month ($)	Amount Obligated For Work In Progress ($)	Available Funds Remaining ($)
01	140.000	0	0	0	0
02	210.000	5.000	5.000	0	0
03	224.000	218.000	15.000	20.000	183.000

2. Monthly and cumulative kits received totals

# of Valid Kits Received This Month	# of Invalid Kits Received This Month	Total # of Valid Kits Received Under Contract	Total # of Invalid Kits Received Under Contract
139	1	1825	38

3. A summary of the number of samples analyzed, percent of samples analyzed that met all required quality control requirements and the average elapsed time between sample collection, extraction, and analysis for the month is included in the following table:

Method	# of Samples Analyzed	# That Met All QC Requirements	Average Elapsed Time (Days) Between:	
			Collection & Extraction	Collection/Extraction & Analysis
200.8	13	13	NA	5.0
218.7	15	15	NA	6.0
300.1	12	12	NA	5.0
522	15	15	5.0	5.0
524.3	15	15	NA	5.0
537	16	15	5.0	8.0
539	15	15	5.0	9.0
Total	101	100		

4. The number and type of billable samples per task order for the month are included in the following tables:

Task Order 01 (Complete)

Task Order 02					
Method	Field Samples	LFSM	LFSMD	FB	Total
200.8	5	1	1	1	8
218.7	5	0	0	0	5
300.1	2	0	0	NA	2
522	5	0	0	NA	5
524.3	5	0	0	0	5
537	0	0	0	0	0
539	0	0	0	0	0
Total	22	1	1	1	25

Task Order 03					
Method	Field Samples	LFSM	LFSMD	FB	Total
200.8	5	0	0	0	5
218.7	9	0	0	1	10
300.1	8	1	1	NA	10
522	10	0	0	NA	10
524.3	10	0	0	0	10
537	10	1	1	3	15
539	10	1	1	3	15
Total	61	3	3	8	75

5. The number of billable samples per task order still available for each method:

Task Order 01 (Complete)

Task Order 02						
Method	Original # of Samples	# of Samples Remaining From Previous Month	# of Samples Billed This Month	# of Samples in Progress	# of Samples Outstanding From Schedules	Total # of Samples Remaining
200.8	150	8	8	0	0	0

218.7	150	5	5	0	0	0
300.1	150	2	2	0	0	0
522	150	5	5	0	0	0
524.3	150	5	5	0	0	0
537	150	0	0	0	0	0
539	150	0	0	0	0	0
Total	1050	25	25	0	0	0

Task Order 03						
Method	Original # of Samples	# of Samples Remaining From Previous Month	# of Samples Billed This Month	# of Samples in Progress	# of Samples Outstanding From Schedules	Total # of Samples Remaining
200.8	160	160	5	10	30	115
218.7	160	160	10	20	40	90
300.1	160	160	10	10	30	110
522	160	160	10	15	40	95
524.3	160	160	10	15	40	95
537	160	145	15	15	40	75
539	160	145	15	15	40	75
Total	1120	1090	75	100	260	655

Lab Capacity Certification: Kim S. Tree Laboratory understands our current Task Orders have limited sample analysis capacity. We will not process any samples we receive that exceed Task Order capacity. Our current lowest remaining method balance includes 75 of 160 analyses ordered (Method 537 & 539) representing 47% remaining sample capacity. Our laboratory will notify EPA when any method balance falls to 25%. We acknowledge and understand that processing samples beyond our task order capacity will result in an unauthorized commitment and we will not be able to report those results or receive payment for those analyses.

B. MONTHLY TASK ORDER REPORT

During the month of June 2014, 101 List 1 samples were analyzed. Of these kits one (1) was received out of temperature making one or more methods invalid. Also, one (1) of these kits experienced a QC error for method 537 and the data was not submitted for that method. Therefore, only 100 samples were analyzed and submitted for payment.

During the month of June, these were the kits analyzed, reported and invoiced for payment.

Task Order	MethodID	SampleKitID	SampleTypeID	Comment
02	EPA_200_8	10937P	FS	Sr detected 192 µg/L > 5x MRL of 0.3 µg/L. Notified A. Dupre on 6-11-14 and she acknowledged receipt of issue on 6-12-14 (K. Tree).

02	EPA_200_8	10937P	FB	
02	EPA_200_8	10937Q	LFSM	
02	EPA_200_8	10937Q	LFSMD	
02	EPA_200_8	10938P	FS	
02	EPA_200_8	10939P	FS	
02	EPA_200_8	10940P	FS	
02	EPA_200_8	10941P	FS	
Total	8			

Task Order	MethodID	SampleKitID	SampleTypeID	Comment
03	EPA_200_8	10945P	FS	
03	EPA_200_8	10946P	FS	
03	EPA_200_8	10947P	FS	
03	EPA_200_8	10948P	FS	
03	EPA_200_8	10949P	FS	
Total	5			

Task Order	MethodID	SampleKitID	SampleTypeID	Comment
02	EPA_218_7	10937P	FS	
02	EPA_218_7	10938P	FS	
02	EPA_218_7	10939P	FS	
02	EPA_218_7	10940P	FS	
02	EPA_218_7	10941P	FS	
Total	5			

Task Order	MethodID	SampleKitID	SampleTypeID	Comment
03	EPA_218_7	10945P	FS	Cr-6 detected 14.3 μg/L > 5x MRL of 0.03 μg/L. Notified A. Dupre on 6-23-14 and she acknowledged receipt of issue on 6-23-14 (K. Tree).
03	EPA_218_7	10945P	FB	
03	EPA_218_7	10946P	FS	
03	EPA_218_7	10947P	FS	
03	EPA_218_7	10948P	FS	
03	EPA_218_7	10949P	FS	

Task Order	MethodID	SampleKitID	SampleTypeID	Comment
03	EPA_218_7	10950P	FS	
03	EPA_218_7	10951P	FS	
03	EPA_218_7	10952P	FS	
03	EPA_218_7	10953P	FS	
Total	10			

Task Order	MethodID	SampleKitID	SampleTypeID	Comment
02	EPA_300_1	10937P	FS	
02	EPA_300_1	10938P	FS	
Total	2			

Task Order	MethodID	SampleKitID	SampleTypeID	Comment
03	EPA_300_1	10939P	FS	
03	EPA_300_1	10940P	FS	
03	EPA_300_1	10941P	FS	
03	EPA_300_1	10948P	FS	
03	EPA_300_1	10949P	FS	
03	EPA_300_1	10950P	FS	
03	EPA_300_1	10951P	FS	
03	EPA_300_1	10955P	FS	
03	EPA_300_1	10955Q	LFSM	
03	EPA_300_1	10955Q	LFSMD	
Total	10			

Task Order	MethodID	SampleKitID	SampleTypeID	Comment
02	EPA_522	10937P	FS	
02	EPA_522	10938P	FS	
02	EPA_522	10939P	FS	
02	EPA_522	10940P	FS	
02	EPA_522	10941P	FS	
Total	5			

Task Order	MethodID	SampleKitID	SampleTypeID	Comment
03	EPA_522	10945P	FS	
03	EPA_522	10946P	FS	
03	EPA_522	10947P	FS	
03	EPA_522	10948P	FS	

03	EPA_522	10949P	FS	
03	EPA_522	10950P	FS	
03	EPA_522	10951P	FS	
03	EPA_522	10952P	FS	
03	EPA_522	10953P	FS	
03	EPA_522	10955P	FS	
Total	10			

Task Order	MethodID	SampleKitID	SampleTypeID	Comment
02	EPA_524_3	10937P	FS	
02	EPA_524_3	10938P	FS	
02	EPA_524_3	10939P	FS	
02	EPA_524_3	10940P	FS	
02	EPA_524_3	10941P	FS	
Total	5			

Task Order	MethodID	SampleKitID	SampleTypeID	Comment
03	EPA_524_3	10945P	FS	
03	EPA_524_3	10946P	FS	
03	EPA_524_3	10947P	FS	
03	EPA_524_3	10948P	FS	
03	EPA_524_3	10949P	FS	
03	EPA_524_3	10950P	FS	
03	EPA_524_3	10951P	FS	
03	EPA_524_3	10952P	FS	
03	EPA_524_3	10953P	FS	
03	EPA_524_3	10955P	FS	
Total	10			

Task Order	MethodID	SampleKitID	SampleTypeID	Comment
03	EPA_537	10945P	FS	
03	EPA_537	10946P	FS	PFOA recovered at 140.7% in mid-level CCC (70-140%) but not detected in any samples in analysis batch using that CCC. Notified A. Dupre on 6-5-14 and she accepted data for submittal on 6-6-14 (K. Tree).

Task Order	MethodID	SampleKitID	SampleTypeID	Comment
03	EPA_537	10947P	FS	
03	EPA_537	10948P	FS	
03	EPA_537	10949P	FS	
03	EPA_537	10950P	FS	
03	EPA_537	10950P	FB	
03	EPA_537	10951P	FS	
03	EPA_537	10951P	FB	
03	EPA_537	10952P	FS	
03	EPA_537	10953P	FS	
03	EPA_537	10955P	FS	
03	EPA_537	10955P	FB	
03	EPA_537	10955Q	LFSM	
03	EPA_537	10955Q	LFSMD	
Total	15			

Task Order	MethodID	SampleKitID	SampleTypeID	Comment
03	EPA_539	10945P	FS	
03	EPA_539	10946P	FS	
03	EPA_539	10947P	FS	
03	EPA_539	10948P	FS	
03	EPA_539	10949P	FS	
03	EPA_539	10949P	FB	
03	EPA_539	10950P	FS	
03	EPA_539	10951P	FS	
03	EPA_539	10952P	FS	
03	EPA_539	10952P	FB	
03	EPA_539	10953P	FS	
03	EPA_539	10955P	FS	
03	EPA_539	10955P	FB	
03	EPA_539	10955Q	LFSM	
03	EPA_539	10955Q	LFSMD	
Total	15			

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

	1. CONTRACT ID CODE	PAGE OF PAGES
		1 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
001	See Block 16C		

6. ISSUED BY CODE CPOD	7. ADMINISTERED BY (If other than Item 6) CODE
CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)	(x)	9A. AMENDMENT OF SOLICITATION NO.
Babcock Laboratories, Inc. Attn: CYNDI K. MOORE P.O. BOX 432 9516533351 RIVERSIDE CA 925020432		9B. DATED (SEE ITEM 11)
	x	10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-13-004 0005
CODE (b)(4) FACILITY CODE		10B. DATED (SEE ITEM 13) 11/03/2014

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers   ☐ is extended,   ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE		
X	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. Government Delay; Mutual Agreement per email dated 10/29/15	
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).	
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:	
	D. OTHER (Specify type of modification and authority)	

E. IMPORTANT: Contractor   ☒ is not,   ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)
Provide Services in Accordance with Performance Work Statement, Attachment 1.

The purpose of this modification is to extend the period of performance to July 31, 2016.
TOCOR: Melissa Simic
LIST OF CHANGES:
Reason for Modification : Change Order

Period Of Performance End Date changed from 31-OCT-15 to 31-JUL-16

CHANGES FOR LINE ITEM NUMBER: 1
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Courtney Stallworth
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA *Courtney Stallworth* ELECTRONIC SIGNATURE (Signature of Contracting Officer)	16C. DATE SIGNED 10/31/2015

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

NAME OF OFFEROR OR CONTRACTOR
Babcock Laboratories, Inc.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)

	End Date changed from 31-OCT-15 to 31-JUL-16
	
	Contracting Officer changed
	 from Robert A Knecht
	
	 to Courtney Stallworth
	
	 CHANGES FOR LINE ITEM NUMBER: 1
	End Date changed from 31-OCT-15 to 31-JUL-16
	
	Payment:
	    RTP Finance Center
	    US Environmental Protection Agency
	    RTP-Finance Center (AA216-01)
	    109 TW Alexander Drive
	    www2.epa.gov/financial/contracts
	    Durham NC 27711
	FOB: Destination
	Period of Performance: 11/03/2014 to 07/31/2016
	All other terms and conditions shall remain
	unchanged.				